

**ASSISTANT DIRECTOR OF PARKS,
RECREATION AND COMMUNITY SERVICES**

Class Definition

Under general direction, plans, organizes, and directs, through division managers, the day-to-day activities of the Parks, Recreation, and Zoo Divisions of the Parks, Recreation and Community Services Department.

Distinguishing Characteristics

The Assistant Director of Parks, Recreation and Community Services, a single position class, is responsible for directing the day-to-day operation of the Parks, Recreation and Community Services Department. Reporting to the Parks, Recreation and Community Services Director, the incumbent exercises considerable judgement and discretion in administering and directing the day-to-day activities of the Recreation and Community Services, Zoo, and Parks Divisions. This is an unclassified position in which the incumbent serves at the will of the Parks, Recreation and Community Services Director.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Plans, organizes, and directs, through division managers, the day-to-day activities of the Parks, Recreation, and Zoo Divisions of the Parks, Recreation and Community Services Department.

Recommends general departmental policies for the operation; maintenance, and development of various programs.

Meets with representatives of federal, State, County, and civic and community organizations on matters of parks and recreation facilities, services, and programs.

Prepares, reviews, analyzes, and administers both annual operating and capital improvement budgets for all divisions of the department.

Confers with the administrative staff of various school districts to coordinate the operation of department programs with the schools.

Participates in intra-City and inter-agency committee work as directed by the Parks, Recreation and Community Services Director.

Reviews plans, programs, policy recommendations, and budget estimates submitted by division heads.

Confers with and advises division managers on all policies, activities, and problems relating to the activities and services of the department.

Performs related duties as required.

Knowledge, Abilities, and Skills

Extensive knowledge of the principles, practices, and methods of public administration including current budgetary and fiscal operations and controls.

Considerable knowledge of current literature, recent developments, and sources of information in parks and recreation services and administration.

Knowledge of the principles, practices, and methods of park and recreation administration.

Ability to organize, direct, and coordinate the activities of several divisions of a large complex parks and recreation department.

Ability to determine the recreation and park needs of the community and to develop necessary plans and programs to meet such needs.

Ability to maintain cooperative relations with representatives of government agencies, private agencies, and the general public.

Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in recreation, public administration, business administration or a related field, and three years of administrative experience in parks, recreation, community based services and/or general public administration.

Necessary Special Requirements

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director of Personnel

DATE: _____